

# EXAMPLE TEMPLATE

“UNIT LETTERHEAD”

OFFICE SYMBOL

DATE

MEMORANDUM FOR Individual Deployment Replacement Operations, Camp Atterbury,  
Indiana

SUBJECT: Request Exception to Policy for OCIE issue to Deployee

1. Provide concise justification as to why the request for execution is warranted (*example: the deployee already has equipment provided by your organization*). Provide information on the impact to mission and military necessity for the request. Provide the non-unit related personnel's name and their last four of SSN. Include the confirmed reservation date for arrival at the IRDO.
2. Provide the point of contact for this memorandum, email and best contact phone number.

Signature Block  
O-6/GS-15 or higher MUST SIGN